
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 974-1629

January 2016

Dear Assessing Professional,

The Department of Local Government Finance ("Department") will hold the first and second quarter 2016 continuing education courses from February 2 through April 27 at five locations. The course descriptions for the three available courses are as follows:

Personal Property Tax

IN Course Number: IN 462

7.5 hours of continuing education credit by the Department of Local Government Finance

This course will begin with a discussion of the differences between real and personal property for tax purposes. The course will also cover the appropriate forms to be used by taxpayers for reporting personal property and the basic assessment methodology. In addition, the student will understand the basics of the Indiana personal property valuation process and understand the concepts of possession and ownership.

Development of Capitalization Rates

IN Course Number: IN 504

7.5 hours of continuing education credit by the Department of Local Government Finance

When using the income approach to estimate the value of real estate, one of the components that will need to be determined by the assessor/appraiser is the capitalization rate. This workshop will explore the difference between capitalization rates used in direct capitalization and a yield rate used in yield capitalization. We will discuss the difference between an overall capitalization rate, a land capitalization rate and a building capitalization rate along with some other common terms used in capitalization rates discussion such as unloaded versus loaded capitalization rates, terminal capitalization rates.

Collection, Interpretation and Model Building of Income and Expense Data

IN Course Number: IN 505

7.5 hours of continuing education credit by the Department of Local Government Finance

This workshop is designed for appraisers in the reconstruction and interpretation of income and expense statements. The workshop concentrates on the following areas: Income approach definition and formulas, forms and methods for data gathering and additional sources, templates for storing and using data, review of reconstructing income and expense statements, extraction and development of the capitalization rate, data analysis, interpretation and model building, and testing the income models.

Each class is 7 1/2 hours long, including 1 hour for lunch. Check-in is between 8 and 8:30 a.m. local time, and classes run from 8:30 a.m. to 4 p.m.

Locations

Classes are located in the following cities:

- Columbus
- Indianapolis
- Fort Wayne
- Evansville
- Merrillville

Registration

There is no registration fee for Department continuing education courses. Please register for the classes that you are interested in taking at www.ind-pace.com. **This site will allow you to register, get directions, check your registrations, and change and cancel your registrations. This will continue to be the preferred method of registration.** You can also register by mail or fax by following the instructions on the following registration form.

All registrations must be received at least one week before the date of each class for which you are registering. If there is a change to the class location or if the class is cancelled, Briljent, LLC (Briljent) is not able to notify you if you have not registered for the class. Also, Briljent cannot guarantee availability for those individuals who do not register by the deadline.

All registrations are processed on a first-come, first-served basis. To provide all members of the assessing community the opportunity to receive this information, please make copies and share the contents of this letter with your entire staff, as well as your county property tax assessment board of appeals members.

Registrations will be confirmed by e-mail only. **If you do not provide an e-mail address, you will not receive a confirmation of your class registration. You are encouraged to register on the Web site.**

Details

The Department's continuing education provider for these classes is Briljent, an Indiana-based business with extensive experience in training design and facilitation. Your Registrar for classes is Lisa Harris. You can contact her via e-mail at lharris@briljent.com. You can also contact Lynn Paquin at lpquin@briljent.com.

Course manuals will be available on-site at check-in before class begins. Each student should bring a calculator, pens/pencils, and a highlighter. Wearing comfortable clothes is advisable. Temperatures may vary in classrooms, so a light jacket or sweater is recommended. **Reminder: Refreshments are not provided. Please remember to bring your own.**

DLGF Continuing Education Registration Mail-In Form
First Quarter 2016

Name: _____

Title _____

Address: _____

City, State, ZIP: _____

Date of Birth: _____

County: _____

Township: _____

Home Phone: _____

Work Phone: _____

Student ID Number: _____

E-Mail: _____

Please register me for the class I have indicated below by checking its date and location:

First Quarter 2016: Personal Property Tax (Course No. 462)

<input type="checkbox"/> IN 462	February 2 – Evansville Ivy Tech Community College	<input type="checkbox"/> IN 462	February 9 – Merrillville Indiana Wesleyan University	<input type="checkbox"/> IN 462	February 23 – Columbus Holiday Inn Express & Suites Edinburgh
<input type="checkbox"/> IN 462	February 3 – Evansville Ivy Tech Community College	<input type="checkbox"/> IN 462	February 10 – Merrillville Indiana Wesleyan University	<input type="checkbox"/> IN 462	February 24 – Columbus Holiday Inn Express & Suites Edinburgh
<input type="checkbox"/> IN 462	February 9 – Fort Wayne Indiana University-Purdue University (IPFW)	<input type="checkbox"/> IN 462	February 23 – Indianapolis Indiana Wesleyan University NORTH (Priority Way)		
<input type="checkbox"/> IN 462	February 10 – Fort Wayne Indiana University-Purdue University (IPFW)	<input type="checkbox"/> IN 462	February 24 – Indianapolis Indiana Wesleyan University WEST (Digital Way)		

Mail this registration form to Registrar Lisa Harris at
Briljent, LLC, 7615 West Jefferson Blvd., Fort Wayne, Indiana 46804; or fax to 260-434-0991.

NOTE: The preferred method of registration is online at www.ind-pace.com.

****See back side of this letter for Second Quarter class offerings**

DLGF Continuing Education Registration Mail-In Form
Second Quarter 2016

Name: _____

Title _____

Address: _____

City, State, ZIP: _____ Date of Birth: _____

County: _____ Township: _____

Home Phone: _____ Work Phone: _____

Student ID Number: _____ E-Mail: _____

Please register me for the class I have indicated below by checking its date and location:

Second Quarter 2016: Development of Capitalization Rates (Course No. 504)
Collection, Interpretation and Model Building of
Income and Expense Data (Course No. 505)

<input type="checkbox"/> IN 504	April 12 – Indianapolis Indiana Wesleyan University NORTH (Priority Way)	<input type="checkbox"/> IN 504	April 18 – Fort Wayne Indiana University-Purdue University (IPFW)	<input type="checkbox"/> IN 504	April 26 – Evansville Ivy Tech Community College
<input type="checkbox"/> IN 505	April 13 – Indianapolis Indiana Wesleyan University WEST (Digital Way)	<input type="checkbox"/> IN 505	April 19 – Fort Wayne Indiana University-Purdue University (IPFW)	<input type="checkbox"/> IN 505	April 27 – Evansville Ivy Tech Community College
<input type="checkbox"/> IN 504	April 12 – Columbus Holiday Inn Express & Suites Edinburgh	<input type="checkbox"/> IN 504	April 18 – Merrillville Indiana Wesleyan University		
<input type="checkbox"/> IN 505	April 13 – Columbus Holiday Inn Express & Suites Edinburgh	<input type="checkbox"/> IN 505	April 19 – Merrillville Indiana Wesleyan University		

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